

# **MSHDA Land Bank Blight Elimination Program**

## **City of Muskegon**

**October 6, 2015**

The City of Muskegon requires asbestos removal to be performed for the purpose of preparing structures for demolition in connection with the above identified project; and requires an asbestos survey to identify asbestos containing material (ACM) and environmentally hazardous substances. As part of the demolition process, environmental assessment, testing, air monitoring and abatement confirmation services, technical specification preparation, reporting, and various project management services are required.

The City of Muskegon is requesting proposals from environmental assessment firms for demolition-related services. More than one environmental assessment firm may be awarded contracts to complete the work depending on the needs of the client and the capabilities of the environmental assessment firms. There were 33 properties originally included in the MSHDA Land Bank Blight Elimination Program grant application, one of which was commercial. However, some of these properties have since been removed and new properties have been added for demolition. The intent of this request is to obtain general costs for services, with the consultant to be available whenever the City is ready to proceed with an asbestos survey. It is expected that several properties will be ready at one time, as the project is phased over the next year.

### **GENERAL SCOPE OF SERVICES**

1. Inspection, survey, inventory, and report of garages, single-family properties, 2-4 unit properties, 5 or more unit multi-family properties and commercial properties for the presence of Regulated Asbestos Containing Materials (RACM), and other hazardous materials that should be removed prior to demolition. The requested inspections are required to meet the Asbestos NESHAP regulations as interpreted by the State of Michigan Department of Environmental Quality (DEQ). At this time, it is expected that there will be approximately 30-35 structures, most of which are single-family residential.
2. Pre-Demolition Report containing results of the inspection and survey, abatement specifications, photographs, drawings, and a fillable cost spreadsheet for use in calculating demolition and abatement costs. See attached example.

### **ASBESTOS/HAZARDOUS MATERIAL INSPECTION**

1. Inspect the primary and secondary buildings and lot to determine the extent, quantity, condition and location of hazardous materials/universal waste found on-site that require special handling and/or disposal at each property. The survey should be qualitative and quantitative in that an attempt should be made to locate all friable and non-friable Asbestos Containing Materials (ACM) and the amount of ACM. All accessible areas of the building should be inspected. The survey must meet all requirements of the Michigan Occupational Safety and Health Administration (MIOSHA) Asbestos in Construction Standard Part 602/29 CFR 1926.1101 and the Michigan Department of Natural Resources and Environment (MDNRE) National Emissions Standard for Hazardous Air Pollutants (NESHAP) Standard (Rule 942). A NESHAP compliant asbestos survey of each structure is required.

2. All inspection and sampling shall be performed by a Michigan Accredited Asbestos Inspector. If the awarded vendor should lose their status as a licensed asbestos inspector this agreement shall be considered immediately terminated. Please provide the appropriate documentation with your proposal.
3. Collect bulk samples of all suspected ACM and analyze for all suspect materials, including roofing, siding, flooring, and mastics. Samples shall be collected in a safe manner. As required, limited destructive sampling (i.e., interior wall or ceiling demolition) should be conducted as part of this assessment in order to gain access to suspected ACM.
4. Follow EPA/AHERA sampling requirements and collect bulk samples in each homogenous area encountered. Homogenous area is defined as an area of material that is uniform in color, texture and appearance.
5. Analyze samples of suspect ACM by an accredited National Voluntary Laboratory Accreditation Program via polarized light microscopy and dispersion staining following the EPA Test Method (EPA-600/R-93/116) and the National Institute of Standards and Technology Bulk Asbestos Handbook.
6. Upon completion of field inspection and receipt of laboratory data, prepare a report that will include:
  - a) a general description of the ACM identified;
  - b) identification of quantity, condition and location of ACM, non-ACM and sampling areas;
  - c) a description of the physical assessment of all ACM;
  - d) a brief discussion of the quality assurance and quality control as well as methodology;
  - e) requirements and/or recommendations regarding remediation per Michigan Law;
  - f) laboratory testing results;
  - g) identification and classification of identified hazardous materials and universal waste;
  - h) description of required handling and disposal requirements for each item listed.
7. Provide inspection within five (5) business days of property assignment. Provide completed reports within ten (10) business days of sampling. Reports may be submitted electronically in PDF format.
8. Environmental assessment firm shall provide and coordinate security to gain access to structure as needed and identify a per-structure rate to do so.

#### **TECHNICAL SPECIFICATIONS AND DEMOLITION BID DOCUMENT DEVELOPMENT**

1. Prepare project-specific technical specifications (by an EPA certified and State of Michigan accredited Project Designer) for the abatement work. The specifications will be produced to provide a written description of general work practices to be followed by the abatement contractor for ACM commonly encountered during residential housing demolitions. The assessment firm will compile the specifications to meet existing federal, state and local regulatory requirements.
2. Identify and prepare specifications for removal and/or abatement, if site-specific conditions exceed what is commonly present at a property, to account for the change in conditions.
3. Prepare a pre-demolition report for each property. The pre-demolition report shall include:
  - a. Results of ACM and hazardous materials survey and sampling, including signed laboratory results, signed chain of custody information, locations, and quantities.
  - b. Interior, exterior, and site photographs

- c. Ordered demolition recommendation, in accordance with NESHAP rules.
  - d. Schematic dimensioned site plan and floor plan of the principal structure on each property, and any outbuildings, including debris piles, trees requiring removal, site fencing, curb cuts and site paving (patios, driveway approaches, private walkways, steps, etc.) to be removed.
  - e. Fillable cost sheet (see attached example) for each property identifying expected quantities for abatement and demolition. Identify and estimate volumes of debris piles, required tree removals, and other site specific information.
4. Assist the Owner (City of Muskegon) in review of the contractor pricing in order to assign the properties to the appropriate Demolition/Abatement contractor, depending on the lowest cost for each property.

## **PROPOSAL REQUIREMENTS**

### **Part I - Technical Proposal**

Please provide the following information:

1. Years of experience and detailed qualifications in performing the range of environmental assessment services on various property types including team's resumes. Identify the testing company your firm will use.
2. Inspectors must be State Certified with a minimum of 5 years of experience. Provide three municipal/business references. List each inspector who will work on this project and provide a copy of each State Certified license.
3. Provide a minimum of three examples, including references, of similar demolition efforts your team has undertaken within the last ten (10) years in Michigan.
4. Provide examples of similar inspection/survey reports, costing spreadsheets, air monitoring and post-abatement reports, for similar demolition efforts within the last ten (10) years in Michigan.
5. Address your team's capacity to complete multiple pre-demolition environmental assessments within ten days of assignment of properties. Identify the number of properties your team can adequately address within that time frame.

### **Part II – Cost Proposal**

1. Pricing proposal to complete environmental assessments for garage, single-family, 2-4 unit, and 5 or more unit multi-family and commercial properties.

This project requires unit pricing by individual property. Each contract will be issued and invoiced and paid upon completion of a property's demolition and completed reporting. Invoices must provide costs itemized on a per-property basis.

2. Provide unit prices for the following service categories.
  - a. Pre-Demolition Hazardous Material/ACM Survey Services:
    1. Unit price per pre-demolition site visit (includes travel, measurement, sketch, photographs, and report)
    2. Unit price per ACM sample (includes sampling and analysis)
  - b. Additional unit pricing:
    1. Alternate pricing for rush turn around including report
    2. Air Monitoring per hour

3. Project Manager per hour
4. Certified Asbestos Inspector/Project Designer per hour
5. PLM Samples/sample including multiple layers
6. Soil sample analysis/sample
7. Dust wipe analysis/sample
8. Specialized access equipment and operators
9. List hourly rates for other personnel that may be required to complete the work

### **Part III – Additional Terms**

1. Payment for work completed shall be based on the awarded bid amount. All bids are on a “not to exceed” basis; changes in the scope of work will take the form of written amendments.  
Payment for work completed shall be based on:
  - a) Labor and materials required for adequate surveying and sampling of any structures purchased by the City of Muskegon as part of the MSHDA Land Bank Blight Elimination Program.
  - b) Lab analysis of samples submitted.
2. Non-adherence to bid specifications in the submission of required bid documents may cause the entire bid to be considered non-responsive and may be thrown out.
3. Bid evaluations will be made individually. Price will not be the sole determining factor in this award. A Contractor’s submission of a bid constitutes their acceptance of the evaluation technique and their recognition and acceptance that subjective judgment will be used.
4. Award of the bid shall be made to the lowest and best responsive and responsible Bidder(s) meeting the specification set forth herein. In addition to the quoted price, the following is a substantial list (in no particular order of importance) of the criteria that will be used in our determination of Bidder’s responsibility and suitability:
  - Satisfactory experience in the timely completion of asbestos surveys;
  - Company’s reputation and financial status;
  - Past experience and service provided by the bidder to the City of Muskegon;
  - Favorable references from firms with projects of similar scopes that indicate that the bidder has the ability to carry out the services and provide the products specified;
  - Company’s ability to meet the insurance and bonding requirements;
  - Strength of bidder’s hiring and training programs;
  - Company’s ability to immediately fully staff the project with certified, licensed staff; and,
  - Strength of the company’s safety program and history.

The City reserves the right to accept or reject any or all bids; to request rebids; to waive irregularities and technicalities in bids, such as shall best serve its requirements and interests.

If determined that a contract for some or the entire project should be awarded, the process of awarding the Contract shall be as follows:

- The City shall determine which bidder has submitted the lowest and most responsive and responsible bid, who has best met the bid criteria as set out above.

- The City shall award the contract and authorize staff's signature.
  - The City shall issue a "Notice to Proceed" to the contractor. The Notice to Proceed shall constitute authorization for the Contractor to commence the work.
5. If the City determines that all the bids received should be rejected, the bidders shall be notified by the City accordingly. At that point, the City may, or may not, re-bid the project.
  6. The Contractor will be paid for all items satisfactorily completed. Such payment will be full compensation for asbestos surveying, all permits, licenses, inspections, sampling, lab analysis, for complying with all laws, rules, regulations and ordinances, including safety, and for furnishing all materials, equipment and labor to complete the work in accordance with these plans and specifications.
  7. Contractors shall familiarize themselves with the specifications and conditions which will affect the project. It will be the responsibility of the Contractor to make a personal examination of the job site and the physical conditions which may affect his/her bidding and performance under the contract.
  8. The Contractor shall not begin work on any surveying until after the contract has been approved by the City of Muskegon.
  9. Contractor shall provide evidence of having comprehensive liability insurance with policy with limits of \$500,000.00 or more prior to commencing work.
  10. Contractor shall provide proof evidence of workers compensation insurance prior to commencing work.
  11. During the performance of this Contract, the Contractor for itself, its assignees and successors in interest agrees to comply with the anti-discrimination laws of the State of Michigan